

ARTICLE __
VACATION

Section 1. Vacation days for GWs:

- a. Salaried GWs shall receive a minimum of four (4) days per academic term, including summer terms, of paid vacation time off for a total of 24 days of paid vacation time off for a 12-month appointment.
- b. Hourly GWs shall receive vacation time off in accordance with their workload. Hourly GWs will receive an award of paid vacation time off hours worked where 20-hours/week will receive a minimum of four (4) days per academic term of paid vacation time off to be awarded.

Section 2. There will be no reduction in benefits, if applicable, or pay for vacation time off. If a designated University holiday or work/professional development-related travel (i.e. conferences, trainings, etc.) falls during an GW's vacation, the GW shall not be charged vacation time for that holiday or work/professional development-related travel. The GW shall not be required to use vacation time for paid medical, parental, or familial leave.

Section 3. Vacation time off does not expire at the end of an appointment period and can be accumulated or rolled over for salaried GWs who are reappointed to bargaining unit positions. GWs without reappointment to a bargaining unit position shall be paid out for unused vacation time at the end of their appointment.

Section 4. Vacation time shall be scheduled in consultation with and approval of the supervisor/faculty member, in which approval shall not be unreasonably denied nor will approval be retroactively revoked. Additionally, the University acknowledges the expense of long-distance travel and shall not unreasonably deny extended vacation requests using accumulated vacation days.

Section 5. If it is necessary for a GW to work during their approved vacation, the GW shall choose alternate time off with the supervisor's approval, in which approval shall not be unreasonably denied. If the supervisor fails to approve alternate time off, the GW shall be paid their hourly wage, or an hourly wage prorated from their salary for the vacation time worked.

Section 6. Supervisors shall not expect work or contact GWs with the expectation of work or assigning tasks during a GW's approved vacation. GWs are not expected to respond while on vacation. Any expectations, suggestions, or considerations of work through any mode of contact will be considered working during their approved vacation and subject to Section 5 of this article.